

## Single Contact License & Background Check

- ***The Single Contact Repository (SING) is an Internet application supported and hosted by the State of Iowa / Information Technology and Department of Public Safety / DCI that allows registered users to perform background checks on potential employees and volunteers.***

## Single Contact License & Background Check

- ***The SING web site is a secured site – only registered users can access the information. Before a query can be done, they must sign on using a valid id and password.***
- ***Searches will be done on Criminal History, Sex Offender Registry, and Child Abuse Registry***
- ***Actual Database, not a copy***

## Single Contact License & Background Check

- ***What is used in a query to DCI's Criminal History database?***

## Single Contact License & Background Check Criminal History

- ***When we search the Criminal History database we use  
Last name,  
First name,  
Date of Birth,  
Gender, and  
Social Security Number.***
- ***Search is first done by SSN and if a possible match on that is found, then a request for a complete search is sent to DCI.***

## Single Contact License & Background Check Criminal History

- ***If SSN is not matched, then Name, Date of Birth, Gender is used to search again. Again, if a possible match is found, a request is generated and sent to DCI for a thorough search.***

## Single Contact License & Background Check

### Criminal History

- ***What you get back from a complete DCI request is based on name and exact date of birth.***
- ***Angell will address these later.***

## Single Contact License & Background Check Criminal History

- ***What data records are included in the DCI database?***

## Single Contact License & Background Check Criminal History

- **Arrests and convictions dated back to 1932. These include:**
  - **Serious misdemeanors and above**
  - **Some simple misdemeanors**
    - *i.e. harassment and stalking*
  - **Domestic abuse assault**
  - **Drug charges as long as they were not a federal offense**
  - **Theft**
  - **Possession with intent to deliver controlled substances**
  - **Serious traffic charges such as OWI**
  - **Iowa records only**



## Criminal History

- ***Not included:***
  - ***Most simple misdemeanors***
  - ***Arrests where DCI has not received a fingerprint card from sheriff or police departments***
  - ***Arrests where DCI does not receive a disposition of the case within 4 years of the arrest***
  - ***Minor traffic charges***
  - ***Arrests with no conviction – the case was dismissed or an acquittal***

## Single Contact License & Background Check

### Sex Offender Registry


- ***Application is the same as the one you can find as public information on the website***  
[http:// www.iowasexoffender.org/](http://www.iowasexoffender.org/)
- ***This is more complete***
- ***If possible match is found, the same type of fax request is sent as for criminal history***

## Single Contact License & Background Check

### Child Abuse Registry

- ***Access to this registry in the same search as other data bases***
- ***Match is done with last name, first name and date of birth***
- ***If possible match is found, you will need to forward a request to DHS for evaluation***

# Signing on to Repository



User ID (Facility ID)

Pin #

**Please Logon**

Resolution

LOW (640x480) ☐

Medium (800x600) ☒

High (1024x768) ☐

# Input Screen

Single Contact License & Background Check

Enter Information

Last Name

Maiden Name

First Name

Middle Name

SSN

DOB

Male ☐ Female ☐

Abuse Registries Check ☐

Criminal History Check (\$)☐

Check

HelpResetReportsLog Off

Replenish Account

Session Will Time Out At 2:14:28 PM

Results

The fee charged for all criminal history record check requests submitted to the Iowa Division of Criminal Investigation is non-refundable. If you encounter technical difficulties that prevent you from receiving a response, please contact 1-800-532-1174.

Please note: Your credit card information is not stored, therefore it cannot be released to any company, government agency or person.

**Current account balance is \$244.25**

**2/22/2010 1:44:28 PM**

# Results with nothing found

## Single Contact License & Background Check

### Enter Information

Last Name:

Maiden Name:

First Name:

Middle Name:

SSN:

DOB:

Male ☐ Female ☒

Abuse Registries Check: ☒

Criminal History Check (\$): ☒

Volunteer: ☐

Session Will Time Out At: 2:31:47 PM

### Abuse Registries Background Check

Last Name	Maiden Name	First Name	DOB	SSN
Selection Criteria	jason	jessie	1973-August-04	123778333
Registry	Results			
Sex Offender	Not found in Registry			
Child Abuse	Not found in Registry			
Dependent Adult Abuse	Not found in Registry			

### Criminal History Background Check

Last Name	Maiden Name	First Name	DOB	SSN
Selection Criteria	jason	jessie	1973-August-04	123778333
Results				
Not found in Database				

Background Check Complete As Of 3/24/2010 2:11:48 PM  
Billing Account 00000 Cash Deposit Currently at \$200.00

# Results with possible match

## Single Contact License & Background Check

### Enter Information

Last Name:

Maiden Name:

First Name:

Middle Name:

SSN:

DOB:

Male ☒ Female ☐

Abuse Registries Check: ☒

Criminal History Check (\$): ☒

Session Will Time Out At 2:12:15 PM

### Abuse Registries Background Check

Last Name	Maiden Name	First Name	DOB	SSN
Selection Criteria Edgings		David	05/05/November/08	023456789
Registry	Results			
Sex Offender	Not found in Registry			
Child Abuse	Further research is required. Please forward to DHS.			

### Criminal History Background Check

Last Name	Maiden Name	First Name	DOB	SSN
Selection Criteria Edgings		David	05/05/November/08	023456789
Results				
Further research is required. Please await DCF's final response for criminal history.				
Please note: There may be multiple individuals with similar search criteria, requiring more research.				

Background Check Canceled At 02/22/2010 1:52:10 PM

## How to get Set up.

- ***Forms will be available at DHS website***
- ***Complete forms and return to Nancy at DAS as directed on the form***
- ***Forms include***
  - ❖ ***Request for Access/Billing Account***
  - ❖ ***Memorandum of Understanding***
  - ❖ ***Non-redissemination Agreement***





## IOWA Single Contact Repository Request For Access/Billing Account



Name: (Organization)
Contact Person:
Email Address:
Address: Street City, State Zip
Phone Number: (Area code first)
Fax Number: (Area code first)

### **Billing Account request through the Division of Criminal Investigation:**

<input type="checkbox"/>	We are submitting a \$200 (minimum) check, payable to Iowa Division of Criminal Investigation, to establish a pre-paid account and will replenish the account as necessary <b>Checks should be mailed to: Division of Criminal Investigation, Attn. Jaime Fisher, 215 E. 7<sup>th</sup> Street, Des Moines IA 50319 along with a copy of this form.</b>
<input type="checkbox"/>	We opt to establish an account using a credit card ( <b>MasterCard, Visa or Discover only</b> ) Our agency will submit a \$200 (minimum) credit card payment on SING to establish a pre-paid account and will replenish the account as necessary Our agency will provide a credit card number on SING each time a search is requested

### **criminal history returned results:**

When doing your criminal history record checks on SING, if further research is required for an individual, the request goes into a queue where researches it further and sends the final result to the customer. Please choose how you would like the results returned to you:

\_\_\_\_\_ FAX \_\_\_\_\_

To be completed by ITE/DCI only

ID Group

MOU on file / returned

Account Number \_\_\_\_\_ Payment \_\_\_\_\_ Results \_\_\_\_\_

# Memorandum of Understanding (MOU)

As a condition of electronically accessing criminal history information from the Division of Criminal Investigation (DCI), our agency agrees to obtain a specific waiver from the subject of the record check before conducting a criminal history record inquiry. This waiver will clearly indicate that the subject grants our agency permission to conduct a state of Iowa criminal history record check through the DCI. We agree to keep this waiver on file and to allow DCI personnel to view this waiver upon request. We understand that this waiver will allow our agency to receive any criminal history information maintained by the DCI as allowed under Chapter 692.2 of the Iowa Code. We understand that without a signed waiver on file, there may be certain criminal history information that cannot be received by law.

AGENCY: \_\_\_\_\_

ACCOUNT#: \_\_\_\_\_

\_\_\_\_\_  
Typed/Printed Name of Authorized Agency Personnel

\_\_\_\_\_  
Signature of Authorized Agency Personnel

Date \_\_\_\_\_

## Single Contact License & Background Check

### Sex Offender Registry

- Dru Sjodin National Sex Offender Public Registry, coordinated by the Department of Justice, is a cooperative effort between the state agencies hosting public sexual offender registries and the federal government. This web site is a search tool allowing a user to submit a single national query to obtain information about sex offenders

**<http://www.nsopr.gov/>**